

Minutes

Board of Mayor and Aldermen

City of Portland, Tennessee

April 17, 2023

A. Call to Order - Mayor Callis called the meeting to order at 6:19 P.M.

B. Prayer/Pledge –Mayor Mike Callis offered the Invocation and the Pledge of Allegiance.

C. Roll Call - Present:

Alderman Mike Hall
Alderdwoman LaToya Holcomb
Alderman Drew Jennings
Vice Mayor Jody McDowell
Alderdwoman Megann Thompson
Alderman Brian Woodall
Mayor Mike Callis

Also Present:

City Attorney John R. Bradley
Finance Director, City Recorder Rachel Slusser
Assistant City Recorder Tracy Kizer

Absent

Alderdwoman Penny Barnes

D. Approval of Minutes from April 3, 2023, Council Meeting. Motion was made by Alderdwoman Thompson, seconded by Vice Mayor McDowell to approve the minutes as presented. **Voice vote indicated approval.**

E. Approval of Agenda. Motion was made by Alderman Woodall, second by Alderdwoman Holcomb to approve agenda. **Voice vote indicated approval.**

F. Communications from Council Members – Alderman Woodall recognized the City and Main Street area businesses for the photo opportunities. Alderdwoman Thompson reminded everyone of the Concert this Saturday at the Temple Theater and Portland High School Theater’s show this weekend. Vice Mayor McDowell mentioned that there is technology available for school building security, and the City may want to look into providing some funding. Mayor Callis suggested that maybe the City could coordinate with Sumner County since schools are run by the County.

G. Public Recognition – No items

H. Public Hearing – No items

I. Department Reports - Motion was made by Vice Mayor McDowell, second by Alderdwoman Thompson to approve agenda. **Voice vote indicated approval.**

J. Mayor’s Report –

1. Mayor invited everyone to the Comprehensive Land Use Plan kickoff on May 23, 2023, at Richland Gym.
2. Mayor called Police Chief Williams to speak on the recent Accreditation of the Police Department. Chief Williams reported it has been a 3-year journey. There are 363 agencies in the State and 76 are either Accredited or in the process of Accreditation.

K. Community Development – Alderdwoman Megann Thompson – No items

L. Finance – Alderdwoman Penny Barnes – No items

M. Fire Department – Vice Mayor Jody McDowell – No items

Financed by: General Fund

N. Human Resources – Alderwoman Penny Barnes – No items

O. Legislative – Mayor Mike Callis

1. **Resolution No. 23-18** – An Ordinance authorizing the City of Portland to enact a sensitive data and intrusion policy. Motion by Alderman Jennings, seconded by Alderwoman Thompson. **Voice vote indicated approval.**

P. Municipal Airport – Alderman Mike Hall - No items

Financed by: Special Revenue Fund

Q. Parks & Recreation – Alderman Brian Woodall

Financed by: General Fund / Special Revenue Fund – Golf Course

1. **Discussion of City Pool** – Jamie White wanted to report to the Council that the City Pool will not be able to open this year because there cannot be a guarantee of safe water. After much discussion of repairing the pool, Alderman Woodall made motion to move forward with the bid process; second by Alderwoman Thompson. **Voice vote indicated approval.**

Alderman Woodall advised that Mr. White is in the process of updating the signs at the Golf Course and adding a “Welcome to Portland” sign.

R. Police Department – Alderman Drew Jennings - No items

Financed by: General Fund

S. Planning & Codes – Alderwoman Megann Thompson - No items

Financed by: General Fund

T. Public Works – Alderwoman LaToya Holcomb

Financed by: General Fund – Streets, City Mechanic / Special Revenue Fund – Sanitation, Stormwater

1. **Ordinance No. 23-19 – First Reading** - An ordinance to repeal and replace Ordinance No. 22-57 with the following rate structures for Stormwater Land Disturbance Permits and Stormwater Engineering Plan Review Fees. Motion by Alderwoman Holcomb, seconded by Alderwoman Thompson. **Voice vote indicated approval.**

U. Utility Infrastructure – Alderman Brian Woodall

Financed by: Enterprise Fund – Water Distribution, Water Plant, Wastewater Collections, Wastewater Plant, Natural Gas Distribution, GIS, Engineering

1. **Ordinance No. 23-14 – Second Reading** – An ordinance to amend section 130 of Title 18 of the City of Portland’s municipal code with the following language referencing the City’s most recently approved Tennessee Department of Environment and Conservation drought management plan. Motion to approve Alderman Woodall, second by Alderman Jennings. **Voice vote indicated approval.**
2. **Ordinance No. 23-16 –Second Reading** – An ordinance to rescind in its entirety Ordinance 15-34 and replace with this ordinance for standard specification for sewer and water installation for the City of Portland. Motion to accept Alderman Woodall, second by Alderwoman Holcomb. **Voice vote indicated approval.**

3. **Ordinance No. 23-15 –First Reading** – An Ordinance to rescind in its entirety Ordinance 22-68 and replace with this Ordinance for water, sewer, and natural gas fee structure. Motion made by Alderman Woodall, second by Alderwoman Thompson; to rescind Ordinance 22-68. After discussion, motion made by Alderman Woodall, second by Vice Mayor McDowell, to delete the word “Residential” in the Ordinance. **Voice vote indicated approval of the amendment.**
4. **Ordinance 23-20 – First Reading** - An Ordinance to enter a new/existing contract with Aramark/Martinrea for uniforms and Allied (mats/mops towels) services for the city of Portland. Motion to accept Alderman Woodall, second by Alderwoman Thompson. **Voice vote indicated approval.**
5. **Ordinance 23-21 – First Reading** - An Ordinance to rescind in its entirety Resolution 21-105 and incorporate into this ordinance and to extend the contract with the City of Mitchellville to accept the discharge of sewer from Mitchellville’s collection system. Motion to accept Alderman Woodall, second by Alderwoman Thompson. **Voice vote indicated approval.**
6. **Ordinance 23-22 – First Reading** – An ordinance to enter an agreement with Croft & Associates LLC to provide professional land acquisition services for the city of Portland Oak Hill water system improvements and 2021 Mason tank 12-inch connector for water system improvements. Motion to accept by Alderman Woodall, second by Alderwoman Holcomb. **Voice vote indicated approval.**
7. **Resolution No. 23-43** – A resolution to continue a water moratorium for the Oak Grove zone area to not allow the issuance of any new water taps until sufficient supply is available to maintain the service area. Motion to accept Alderman Woodall, second by Alderwoman Thompson. **Voice vote indicated approval.**
8. **Resolution No. 23-44** - A resolution to approve funding from the current fiscal year 2023 water sewer budget for the establishment of a water service replacement project in the amount of fifty thousand dollars (\$50,000). Motion to accept Alderman Woodall, second by Alderwoman Thompson. **Voice vote indicated approval.**
9. **Resolution No. 23-45** - A resolution to establish guidelines for capacity letters for the Department of Utilities. Motion to accept Alderman Woodall, second by Alderman Hall. **Voice vote indicated approval.**
10. **Discussion – Sudden Service Sewer Service** – Bryan Price advised the Council that a request from Sudden Service in Orlinda has made a request to be added to the city wastewater. Mr. Price advised they are currently on the water and gas services and that Sudden Service has agreed to cover all costs involved with the addition. After discussion, City attorney advised that a resolution needs to be brought to the board.
11. **Discussion – Bidding Process for Collaborative Projects** – Mr. Price wanted to advise the Board that with the Collaborative Grant process, the city may be paying for some items and there may be a long delay in reimbursement.

V. **Adjournment** – Motion to adjourn made by Alderman Hall. **Meeting adjourned at 7:30 pm.**

Mike Callis, Mayor

Tracy Kizer, Assistant City Recorder